

OFFICIAL TELEPHONE REQUEST FOR QUOTATION
VIA FACSIMILE NUMBER
(609) 497-0302

October 22, 1996

Address

Dear Mr. Bowers:

The Department of _____ is initiating a Request For Quotation (RFQ number ____-TRFQ-____) for the purchase of Year 2000 Concurrent Source Manager Software. The RFQ will be conducted via telephone interviews and facsimile machine transmissions.

After consulting with you, a telephone interview has been scheduled for **Thursday, October 24, 1996 at 1:00 p.m. Pacific Daylight Time**. You will be contacted by ____ via telephone at _____ at the time previously indicated. Please notify the RFQ Coordinator prior to your scheduled interview of any changes. In addition to yourself, please have a technical representative available to participate in this interview.

To be considered, the **Vendor Response** (including Vendor Price Quotation and answers to RFQ Questions) must be received at the RFQ Coordinator fax machine destination indicated below, **no later than 12:00 Noon, Pacific Standard Time, October 28, 1996**. Vendors must fill in at a minimum the initial costs of the license fee, the yearly maintenance and support costs, and all additional costs such as master copy of user manual and training. Vendors must sign the "Vendor Price Quotation" bid sheet in the appropriate place. The "Concurrent Source Manager RFQ Questions" must also be signed and included with the Vendor Price Quotation. Quotes with omissions will be disqualified.

Along with this letter you will receive the following documents:

1. Concurrent Source Manager RFQ Questions (a list of technical and system support questions) which will be asked of each Vendor during the telephone interview. The questions are structured to be answered either "YES" or "NO". Only those Vendors who respond in the affirmative to each of these questions will be eligible to submit a price quote.
2. A copy of the "Vendor Price Quotation" bid sheet.
3. A copy of the ____ Protest Procedures. Vendors who submit a response to this solicitation and who have received a debriefing conference may utilize these procedures. Vendors may schedule a debriefing conference with the RFQ Coordinator listed below between the hours of 8:00 a.m. and 12:00 Noon, Pacific Standard Time, October 30, 1996.

Sincerely,

, RFQ Coordinator

Enclosure

Concurrent Source Manager

RFQ Questions

Date: _____

Vendor: _____

Technical Questions

YES

NO

1.) Platform

Does your product operate on a System/390 MVS 5.2 ESA platform?

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2.) Function

Does your product work with CA-LEGENT ENDEVOR software?

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Will your product allow for the retrieval of prior versions of source code from the ENDEVOR software?

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Will your product work outside of CA-LEGENT ENDEVOR software?

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Will your product compare at least three versions of source code?

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Will your product identify changes in the versions of source code?

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Will your product identify conflicts in the compared versions of source code?

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Will your product automatically merge identified changes in versions of

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source code?

Will your product compare entire libraries of identified source code?

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Has your product, with the functions required in this Technical section of the RFQ, been in Production (General Availability), for a minimum of two months?

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Can you supply customer references to support this?

☐☐

System Support Questions

1.) Tech Support Hours of Operation

Does your Tech Support provide a combination of staffed or electronic bulletin board or voice messaging system support during ____ 8 a.m. to 5 p.m. Pacific Standard Time work effort?_____

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2.) Documentation

Will you supply a Master Copy of your User Documentation to permit ____- to make copies for its customers (include any charges on Vendor Price Quotation)?

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3.) Training

Will you supply two separate one-day software user training sessions at ____ location in Olympia, WA (include any charges on Vendor Price Quotation)?

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Signature: _____ Date: _____

PROTEST PROCEDURES

A. Procedure

This protest procedure is available to vendors who submitted a response to this solicitation and have received a debriefing conference. Protests are made:

1. To ____ after ____ has announced the Apparently Successful Vendor. Vendor protests shall be received, in writing, by ____ within five business days after the vendor debriefing conference.
2. To the ISB for acquisitions conducted by ____ only after protesting first to ____ and ____ resolution is not satisfactory to the protesting party. Protests to the ISB shall be made within five business days after the vendor has received notification of the ____ decision.

B. Grounds for protest are:

1. Arithmetic errors were made in computing the score.
2. The agency failed to follow procedures established in the solicitation document, the ISB policy: Acquisition and Disposal of Information Technology Resources, or applicable state or federal laws or regulations.
3. Bias, discrimination or conflict of interest on the part of an evaluator.

Protests not based on these criteria will not be considered.

C. Format and Content

Vendors making a protest shall include, in their written protest to ____, all facts and arguments upon which the vendor relies. Vendors shall, at a minimum, provide:

1. Information about the protesting vendor; name of firm, mailing address, phone number and name of individual responsible for submission of the protest.
2. Information about the acquisition; issuing agency, acquisition method.
3. Specific and complete statement of the agency action(s) being protested.
4. Specific reference to the grounds for the protest.
5. Description of the relief or corrective action requested.
6. For protests appealed to the ISB, a copy of the ____ written decision on the protest.

D. DIS Review Process

Agencies conducting competitive acquisitions of Information Technology Resources shall provide the protest process to the vendor. The agency review shall precede all other reviews.

Upon receipt of a vendor protest, ____ will postpone further steps in the acquisition process until the protest has been resolved.

____ will perform an objective review of the protest by individuals not involved in the acquisition process being protested. The review shall be based on the written protest material submitted by the vendor and all other facts known to ____.

____ will render a written decision to the vendor within five (5) business days after receipt of the vendor protest, unless more time is needed. The protesting vendor shall be notified if additional time is necessary.

E. Final Determination

The final determination shall:

1. Find the protest lacking in merit and uphold the agency's action; or
2. Find only technical or harmless errors in the agency's acquisition process conduct, determine the agency to be in substantial compliance, and reject the protest, or
3. Find merit in the protest and provide the agency with options which may include:
 - Correct its errors and reevaluate proposals, and/or
 - Reissue the vendor solicitation document; or
 - Make other findings and determine other courses of action as appropriate.
 - Not require the agency to award the contract to the protesting party or any other vendor, regardless of the outcome.

F. ISB Review Process

Protests to the ISB may be made for acquisitions conducted by _____. Protests of the decisions of _____ shall be made by letter to the Chair, ISB, who may establish procedures to resolve the protest. Protests shall be received by the Chair, ISB, within five business days after the decision of _____ in order to be considered. The resulting decision is final, with no further administrative appeal available.